

# ***Chapter 7***

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## ***Printing Reports and Exporting Data***

This chapter explains how to print reports and export data from FACTS II. Note that although users enter data into FACTS II, which is quite different than earlier systems used to enter similar information, it is still possible to obtain reports that are the same as the output from those earlier systems:

- C     Reports available in FACTS II
- C     Running, Printing, and Exporting Reports
- C     Examples of Reports

# Reports available in FACTS II

**Instructions** There are six kinds of FACTS II reports as follows:

- **Adjusted Trial Balance (ATB).** This report is a listing of all of the information that you have entered sorted by SGL account and SGL attribute. (See Exhibit 7-5).
- **Status.** This report displays the update status of each fund symbol (e.g. editing, pending certification, certified, etc.). This is a good report to use before you start your data entry each quarter to verify that all of the fund symbols that you expect to be associated with your user ID are actually available to you for updating. This is also a good report to use after you are done with your data entry to ensure that all of your fund symbols are pending certification. You can run the report to show all fund symbols, those not yet in “Reported” update status, or whatever update status you select. (See Exhibit 7-6).
- **SF 133.** This report is the SF 133 “Report on Budget Execution” based on the SGL information that you have entered. FACTS II does the crosswalking for you. This report includes a current total “CT” (of all current fund symbols), an expired total “ET” (of all expired fund symbols), and a grand total “GT” (of all accounts). You can run the report by millions, thousands, or dollars and cents. (See Exhibit 7-7).
- **FMS 2108.** This report is the FMS 2108 “Year-End Closing Statement” based on the SGL information that you have entered. FACTS II does the crosswalking for you. (See Exhibit 7-8).
- **Resources vs. Status of Resources.** This report helps you ensure that your total budgetary resources (SF 133 Line 7) equals your total status of budgetary resources (SF 133 Line 11). (See Exhibit 7-9).

- **Fund Resources vs. Fund Equity.** This report helps you ensure that your total fund resources equals your total fund equity on the FMS 2108. (See Exhibit 7-10).

# Running, Printing, and Exporting Reports

## **Instructions**

To run reports, select the report that you would like from the “Reports” heading on the menu bar (See Exhibit 7-1) and then indicate the fund symbol or symbols that you would like the reports for (See Exhibit 7-2). You can run reports for all of the fund symbols associated with your user ID or run the reports one fund symbol at a time.

Each report is generated and displayed on screen. Then, if you like, you can print out the report on paper, or print/export the report to a “PRN” file which can then be imported into other applications such as a spreadsheet application and e-mail application to share with others. (See Exhibits 7-3 and 7-4).

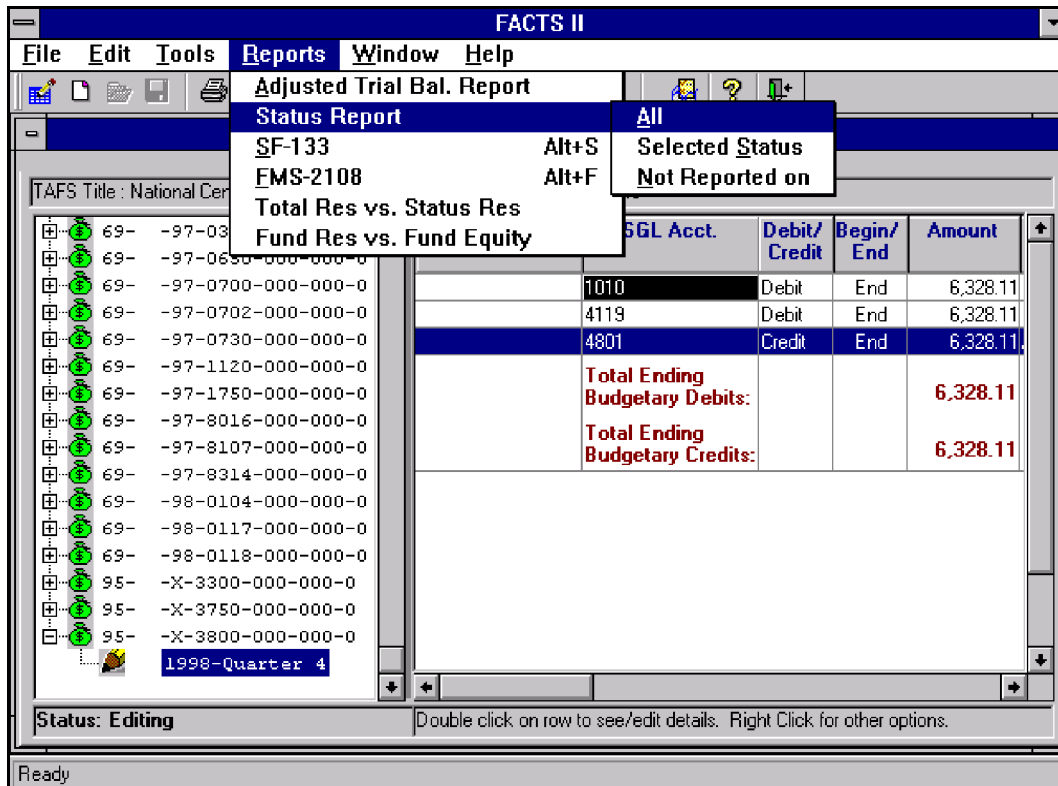


Exhibit 7-1 – Select the report that you would like to run.

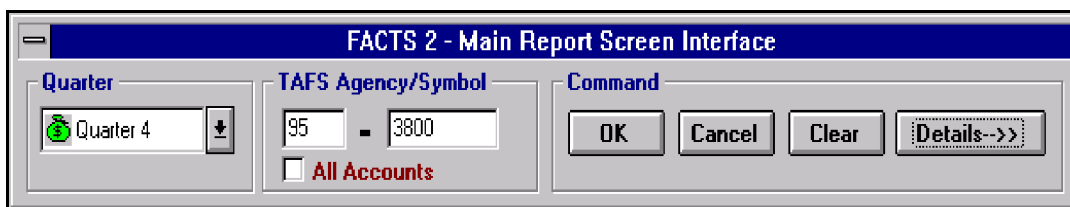


Exhibit 7-2 – Indicate whether you would like to generate the report for one fund symbol or all of your fund symbols.

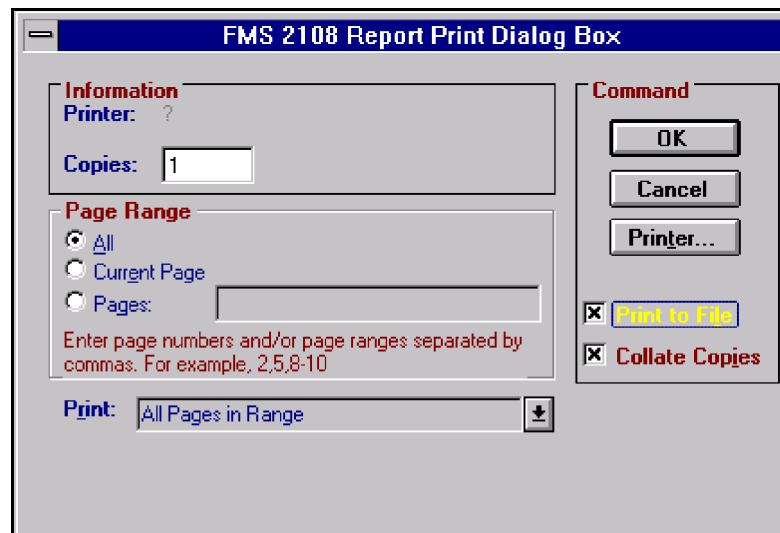


Exhibit 7-3 – Once the report is generated and displayed on the screen you may print the report. If you select “Print to file” the report will be exported to a PRN file.

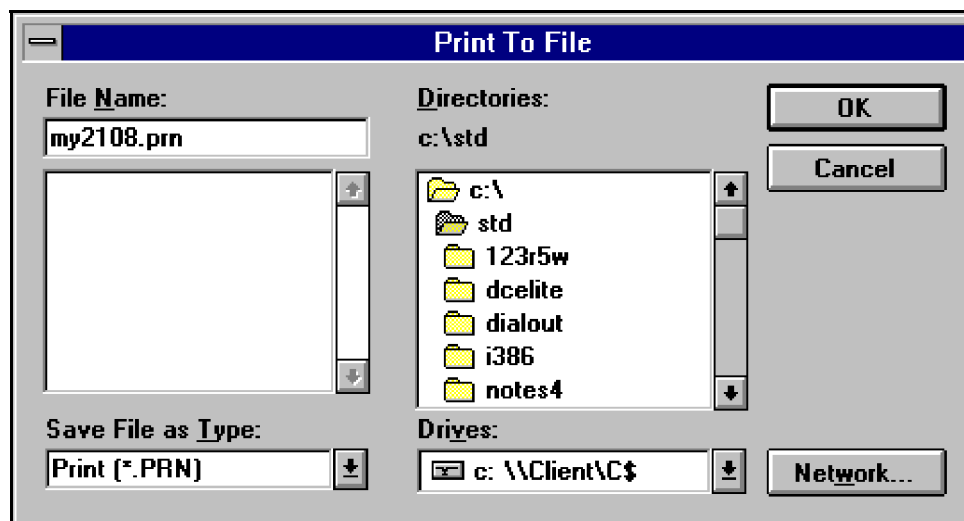


Exhibit 7-4 -- If you selected “Print to file”, provide a file name and click OK.

# Examples of reports

FACTS II																																			
File View Tools Reports Window Help																																			
Transactions Report for all																																			
<div> <div>FACTS II Adjusted Trial Balance Report</div> <div>4th Quarter, FY 1998</div> <table> <tr> <th>SGL</th><th>Begin/</th><th></th><th>Amount</th><th>Dr/Cr</th><th>Bal</th><th>Ind</th><th>Type</th><th>Law</th><th>Indef</th><th>Ind</th><th>Cat B</th></tr> <tr> <th>Acct</th><th>End</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>Numbe</th></tr> </table> </div>												SGL	Begin/		Amount	Dr/Cr	Bal	Ind	Type	Law	Indef	Ind	Cat B	Acct	End										Numbe
SGL	Begin/		Amount	Dr/Cr	Bal	Ind	Type	Law	Indef	Ind	Cat B																								
Acct	End										Numbe																								
<div> <div>National Center for the Study of Afro-American History and Culture</div> <div>95- - X-3800-000-000-0</div> <div>Editing</div> <div>JHOGE</div> <div>JEFF HOGE</div> <div>((20)2-)- 874</div> <div>Undisbursed Balance: \$6,328</div> </div>																																			
1010	E		\$6,328	D	X																														
4119	E		\$6,328	D	X	A		10556																											
4801	E		\$6,328	C	X						A																								

Exhibit 7-5 – Adjusted Trial Balance.

FACTS II											
File View Tools Reports Window Help											
Status Report for all											
<div> <div>FACTS II</div> <div>June 25, 1999 1:05:1</div> <div>Treasury Account Symbol Status Report</div> <div>4th Quarter, FY 1998</div> </div>											
<div> <div>Preparer: JHOGE</div> <div>JEFF HOGE</div> <div>((20)2-)- 874</div> </div>											
TAFS	Title							Status	Date		
69- - 97-0730-000-000-0	Alaska railroad rehabilitation							Editing	1/7/99 1		
69- - 97-1120-000-000-0	Federal Transit Administration:Administrative expenses							Editing	5/31/99		
69- - 97-1750-000-000-0	Operations and training							Editing	3/10/99		
69- - 97-8016-000-000-0	Operations and research (Highway trust fund)							Editing	5/23/99		
69- - 97-8107-000-000-0	Facilities and equipment (Airport and airway trust fund)							Editing	5/31/99		
69- - 98-0104-000-000-0	Research and Special Programs Administration:Research and sp							Certified	3/17/99		

Exhibit 7-6 – TAFS Update Status. Only one account above is “Certified”.

**FACTS II**

**File View Tools Reports Window Help**

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**FMS Report Screen - SF 133 Budget Execution**

Amount Rounding    ☐ By Thousands    ☐ By Millions    ☒ No Rounding

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**Agency:** Other Commissions and Boards

**Bureau:** Other Commissions and Boards

**Account:** Other commissions and boards

**OMB Acct:** 505-00-9911

**Treas Acct:** 95-3800

**SF 133 Report on Budget**

**4th Quarter Data, Fiscal Year**

**In dollars and cents**

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X                      CT

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**BUDGETARY RESOURCES:**

1. Budget Authority

    A. Appropriations:                      6,328.11                      6,328.11

    B. Borrowing Authority:

    C. ...

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Print Setup    Print    Close


Ready

Exhibit 7-7 – SF 133 Report on Budget Execution.

**FACTS II - [FMS Report Screen - FMS 2108xWalk Yearly Ending Statement]**

**File View Tools Reports Window Help**

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**1998-Quarter 4**

**Year-End Closing S**

**Department of the T**

**Financial Management**

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TREASURY INITIAL BALANCE		BORROW/ CONTRACT AUTHORITY		FUND RESOURCES		
Appropriation or Fund Symbol (1)	Preclosing Unexpended Bal. (2) (Code 00)	Increases and Rescissions (3)	Unobligated and Obligated Bal. Withdrawn/ Canceled (4)	Postclosing Unexpended Bal. (5)	Other Authorizations (6)	Reimbe Earn Bal (7) (C
95- - X-3800-000	6,328.11			6,328.11		
				[1]		
	6,328.11	0.00	0.00	6,328.11	0.00	

Disposed to authority located in ...

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Print Setup    Print    Close

Ready

Exhibit 7-8 – FMS 2108 Year-End Closing Statement.



FACTS II - [Total Resources vs. Status Resources]

File View Tools Reports Window Help

June 25, 1999 11:04:59 AM

FACTS II  
RESOURCES VS. STATUS (SF133) REPORT  
4th Quarter, FY 1998

SGL Acct.	Begin/End.	Dr./Cr.	Amount
National Center for the Study of Afro-American History and Culture			
95- - X-3800-000-000-0			
Editing			
JHOGEP	JEFF HOGE	((20)2)- 874	
<b>Total Resources:</b>			
4119	Ending	Debit	\$6,328.11
<b>Total, Resources:</b>			<b>\$6,328.11</b>
<b>Status of Resources:</b>			
4801	Ending	Credit	\$6,328.11
<b>Total, Status:</b>			<b>\$6,328.11</b>
<b>Difference:</b>			<b>\$0.00</b>

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Print Setup Print Close

Ready

Exhibit 7-9 – Total Resources vs. Total Status of Resources.

FACTS II

File View Tools Reports Window Help

June 25, 1999 12:56:22 PM

FACTS II  
FUND RESOURCES VS. FUND EQUITY (FMS2108) REPORT  
4th Quarter, FY 1998

SGL Acct.	Begin/End.	Dr./Cr.	Amount
National Center for the Study of Afro-American History and Culture			
95- - X-3800-000-000-0			
Editing			
JHOGEP	JEFF HOGE	((20)2)- 874	
<b>Fund Resources:</b>			
1010	Ending	Debit	\$6,328.
<b>Total, Fund Resources:</b>			<b>\$6,328.</b>
<b>Fund Equities:</b>			
4801	Ending	Credit	\$6,328.
<b>Total, Fund Equities:</b>			<b>\$6,328.</b>
<b>Difference:</b>			<b>\$0.</b>

Page 1 of 1

Print Setup Print Close

Ready

Exhibit 7-10 – Fund Resources vs. Fund Equity.